

**DEPARTMENT OF COMMERCE/NOAA
COLLECTION DOCUMENTATION FORM**

The purpose of this form is to provide documentation when submitting checks for deposit to the NOAA Financial Management Division (FMD). Please complete the form, attach the check(s) and submit to:

WASC FMD - WC1
7600 Sand Point Way NE
Seattle WA 98115-6349

DATE CHECK RECEIVED IN LINE OFFICE:

CUSTOMER NAME:

CUSTOMER ADDRESS: (if address is on the check, not required)

CHECK DATE & AMOUNT:

CAMS ACCS CODING (include object class):

REASON FOR RECEIPT OF CHECK:

(ex: refund, capital credit, erroneous payment refund (include reference number or copy of: purchase order, contract, travel voucher, etc.))

NOAA LINE OFFICE CONTACT, PHONE NUMBER AND SIGNATURE:

Note: Checks deposited to the general fund require the line office organization code. For credits or refunds on purchase orders, **please ask the vendor to send the check to the line office, not directly to the FMD.** We need this form as backup documentation from the line office in order to properly process the check in CAMS. Please forward the check along with the completed form to either Sue Beaudin or Lynn Willmot at WASC FMD.

If you have any questions, please contact Sue Beaudin at 206-526-4435 or Lynn Willmot at 206-526-4427.